

Request for Information

PURPOSE:

The ADDPC seeks community input to support the Five Year State Plan, ideas to develop a scope of work, or to gauge the unmet needs and gaps in services in the community. The Council may use this information to support a project activity listed within the Council's work plan.

POLICY:

The ADDPC staff, with input from the Grants and/or Executive Committee, will issue a Request for Information on an annual basis, to seek input on general projects or ideas that may be considered for future funding.

Council members with staff will be involved in developing work plans on an annual basis, based on the Five Year State Plan. Work plans are developed to support the Goals and Objectives of the Council and show details for specific activities, funding recommendations, committee involvement, and output and outcome measurements.

PROCEDURE:

1. A Request for Information (RFI) will be used to support a specific activity already outlined in the work plan when more information is needed from the community to gauge the level of interest and support for the project idea; or to obtain community feedback for new activities that fall within the identified Goal areas.
2. Council staff is charged with developing the template for the RFI and to manage its release and review of applications that have been submitted.
3. An RFI shall be released on an annual basis between September – November of the calendar year. Applicants will be provided instructions on the type of information the Council is seeking and due date of application.
4. Applications that are received will be reviewed by both staff and the Executive Committee for discussion and next steps.

5. Next steps may include developing a scope of work, further refinement of the annual work plan, and future partnership with the applicant on an idea that does not require funding from the ADDPC, or to hold on the applications and consider potential funding at a later time in the fiscal year.

ADDPC Request for Information Form

Background of Information:

(Type here what the RFI will address, which Goal, Objective or Activity that we need more information).

Financial Clause: The completion of a Request for Information does not guarantee any formal financial contract between the ADDPC and applicant.

Format for Submission:

Submission of RFI shall not exceed 5 typed pages. Do not include the following: cover Letter, budget narrative, cost sheets or other financial statements, resumes, and timelines or implementation plans, including charts.

Answer all questions in chronological order.

Electronic copy to Marcella Crane, mcrane@azdes.gov

For questions please contact: List Staff Person/Email only

Due Date: 4 Weeks – give specific date/time

Questions:

1. Date submitted:
2. Name of organization:
3. Contact name, phone number and e-mail:
4. Which ADDPC goal, objective and activity are you submitting an RFI for?
5. Provide a brief description of the proposed project related to #4.
6. Method of service delivery:

7. Who are the anticipated partnerships, and do they agree to participate on the project?

8. Anticipated contract period (one year or multi-year):

9. Anticipated cost (one year only):

10. Anticipated cost for total project if over one year:

11. Target group and anticipated target number:

12. Expected results after one year:

13. Recommended method for evaluating the project:

14. What are the other ways to meet this need without ADDPC funding?

15. Is there anyone else doing this now? (Describe the research done to determine this):

16. What are the potential means for sustaining the project?

17. Why is this important for the ADDPC to do?